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A
TYPICAL STATE ORGANIZATION PLANS

FOR

FOOD PRESERVATION PROJECTS

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U. S. Department of Agriculture

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U. S. FOOD DISTRIBUTION ADMINISTRATION
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The writer in company with Mr. Fitch Brennan, our State Supervisor, arranged for a meeting with Mr. E. G. Woodward, Dean and Director of the College of Agriculture at Storres, Connecticut, and with Miss Edith Mason, State Home Demonstration Agent, for the purpose of discussing a proposed or anticipated Food Conservation Program. As a result, a meeting was called by Mr. Henry B. Mosle, Director of Food Conservation for the State. The meeting was held in the State Armory at Hartford. A list of the people present is a part of this report.

Committees were set up for the purpose of drawing up a procedure to operate the program throughout the State; and a copy of the same is also a part of this report.

As a result of a pre-arranged meeting I called on Governor Baldwin to discuss the program in detail as I felt that the procedure as set up by his committee was not far reaching in effect and that some minor changes might be made. The Governor agreed with my suggestion and assured me that an appropriation had already been set up in the State Department of Education to carry on this program. Governor Baldwin is tremendously interested in this program and asked the writer to be his guest at a luncheon while he is calling in the near future, at which time he will describe the program to the State Nutrition groups and ask for their assistance and support of this program in making it a successful operation in the State of Connecticut.

* * * * *

STATE DEFENSE COUNCIL
STATE ARMORY
HARTFORD, CONNECTICUT

THE CONNECTICUT FOOD PRESERVATION PROGRAM

Statement of Policy

1. To encourage Connecticut people to make themselves as nearly self-sufficient as possible in respect to food by encouraging home and community canning and the preservation of foodstuffs by other means such as storage, dehydration and freezing to meet potential shortages next winter.
2. To provide ample technical information, including demonstrations and equipment where needed for these purposes.

SEP 2 1943

Suggested Organization

To put the Connecticut Food Preservation Plan into operation it is important to get all interested parties in the State behind one plan. There is bound to be local divergence, but to the extent that this can be minimized it will facilitate making the program effective. The State Defense Council would undertake to provide an integrated organization for putting the program in operation.

State Advisory Committee

Heading such an organization would be the State Advisory Committee consisting of representatives of the public and of the State such as would be interested in developing a program for Connecticut Food Preservation and an executive secretary. It is suggested that the selection of this committee might well be left to the Extension Service and the State Defense Council. Its functions would be to define and interpret policy, develop and administer the program and supervise its execution acting either as a whole or through suitable sub-committees.

Technical and Administrative Divisions

Technical Division

Under the advisory committee there would be a technical committee headed, it is suggested, by Miss Mason as technical director of the plan. The committee would also include representatives of Home-Making Education, Nutrition and Consumer interests, and such others as might be required. This committee would be appointed by the State Advisory Committee.

The Technical Committee, working through existing channels such as the County Farm Bureaus, would provide plans for Connecticut Food Preservation and storage. An important part of its work would be to encourage the planting of crops suitable for winter use.

Administrative Division

This division, it is suggested, would be headed by the Executive Secretary representing the State Defense Council. Since organization is required for promoting a state-wide program, such an organization will have to be created, utilizing as much as possible existing organizations and interests in the various communities of the State.

Town (or Local) Committees

The working unit would be the Local Committee. Typically this would be a Town Committee. In city areas it will be necessary to subdivide townships according to individual circumstances. Each of these would be headed by its own Local Committee. Where convenient these committees might well work out means of mutual cooperation.

Town Committees would be selected by the Local Defense Council Member for Agriculture from among interested persons and would consist of this member and others to a number not to exceed seven (typically five). The committee would elect its own chairman and the Preservation Committee would work closely with the War Garden Committee. Where desirable one committee might serve as the Preservation and War Garden Committee.

The function of the local committee would be to survey its territory; acquaint the local public with the program; obtain the backing of civil authorities, service clubs, manufacturers, schools, churches or other civic and private organizations; promote suitable community canning centers and other food preservation centers, enlist support; obtain funds if necessary; guard against waste; arrange for equipment and working quarters; and to arrange for adequate supplies of food products for canning; and especially check upon final results. Town committees would maintain contact with the State Advisory Committee through the Executive Secretary. In enlisting members, etc., full use should be made of existing channels such as the Connecticut Volunteer System and the Block Plan. Where these are not available other means must be developed.

Community Canning and Food Preservation Centers

Each Community Food Preservation Center shall have its own committee, the composition depending upon its sponsors. To be recognized as an Approved Community Center the center must have a trained supervisor approved by the Director of Technical Division and the Town Committee.

This committee would be expected to obtain adequate financial support where needed, to find suitable housing, to enroll enough members to insure its support and success. The committee would also have to determine the basis upon which centers are to be conducted.

Community Centers might be sponsored by Local Committees, Garden Clubs, Service Clubs, Civil Authorities, Schools, Manufacturers, individuals, neighborhoods or towns.

People Invited to Attend Meeting

Miss Edith Mason..... State Home Demonstration Agent
University of Connecticut, Storres
*Mrs. Cecilia C. Lasbury..... Director of Women's Activities
Hartford, Conn.
Mrs. James R. Angell..... Chairman of the State Consumer
Committee, New Haven, Conn.
Mrs. Ruth L. Dadourian..... Assistant to Director of Women's
Activities, Hartford
Mrs. Joseph Alsop..... Director of Connecticut Land
Army, Hartford, Conn.
Mrs. Charles Miller..... Pres., of Federated Garden
Clubs, Stamford, Conn.
Mrs. Sherman Ives..... Home Economics Chairman of
State Grange, Morris, Conn.
Mr. Edwin G. Woodward..... Dean and Director of the College
of Agriculture, University
of Connecticut, Storres
Mrs. Peter Cascio..... Garden Club, Hartford, Conn.
Mr. Benjamin P. Storrs..... Director, Bureau of Markets
Conn. State Dept. of Agric.
Miss Eleanor S. Moss..... State Home Demonstration Agent
Litchfield, Conn.
Mrs. Edith Cushman..... School Lunch Supervisor,
W.P.A. New Haven, Conn.
*Mrs. Thelma Currier..... Connecticut State Nutrition
Committee, Tolland, Conn.
Miss Mary C. Blodgett..... State Supervisor, Dept. of
Ed., Hartford, Conn.
Mr. Fitch L. Brennan..... State Supervisor, Agricultural
Marketing Adm. Hartford, Conn.
Mr. Chester A. Halnan..... Regional Chief, AAA, New York
Mr. Henry B. Mosle..... Director of Food Conservation
Hartford, Conn.
*Mrs. Leslie R. Mathews..... Pres., Parent-Teacher Asso-
ciation of Conn. Inc. Hartford
Mrs. Spiers..... Chairman, Consumers Committee
Stamford, Conn.
Mr. Ward Williams..... Bureau of Markets, State Dept.
of Agric., Hartford, Conn.
Mrs. Helen Bensche..... Field Representative, State
Defense Council

* Did not attend meeting.

Mr. George L. Schuster, Director of Extension, sent out a notice inviting various groups to attend a meeting at the University of Delaware. A list of the persons invited to this meeting is a part of this report. A committee then was set up by Dean Schuster to study further the needs and requirements of such a program. Mrs. McKinley, Assistant Director of Extension was appointed Chairman. Since that time they have made their recommendations in regard to the equipment necessary and also the appropriation for carrying on a plan throughout the State. Their recommendations include the setting up of three centers; one in each County -- namely, New Castle, Kent and Sussex.

COOPERATIVE EXTENSION WORK
IN
AGRICULTURE AND HOME ECONOMICS
STATE OF DELAWARE

UNIVERSITY OF DELAWARE AND U. S.
DEPARTMENT OF AGRICULTURE
COOPERATING.

EXTENSION DIVISION
UNIVERSITY OF DELAWARE
NEWARK, DELAWARE

Dr. H. V. Holloway, State Supt. of Public Instruction
Miss Emily A. King, State Supervisor of Home Marketing
Mr. Paul M. Hodgson, Acting State Supervisor of Agriculture
Mr. W. T. Derrickson, Director Bureau of Markets
Mrs. L. S. Dutton, Chairman Victory Garden Committee
Miss Amy Rextrew, Professor Home Economics, University of Delaware
Mr. Clifford W. Shedd, State Supervisor, Agricultural Marketing
Administration
Mr. Clarence E. Ocheltree, Chairman State U.S.D.A. War Board
Mr. Geo. M. Worrilow, Acting Associate Director of Extension
Mrs. Helen V. McKinley, Assistant Director of Extension
Mr. C. E. McCaulay, 4-H Club Supervisor
Miss Pearl MacDonald, Extension Nutritionist and Chairman State
Nutrition Committee
Mr. J. E. H. Lafferty, Extension Editor

One phase of the state-wide Food Production and Conservation Program in the State of Maine last year was the Community Canning Center Project. This project was supported by many of the organizations in the State. Thirty-eight centers canned 193,093 cans of vegetables at a cost of fourteen thousand dollars.

Home-canned fruits and vegetables will be more important this year than last in our food and nutritional program and I am inviting you to attend a conference to be held in Wolf Hall, University of Delaware, for the purpose of discussing (1) the advisability and feasibility of such a plan for Delaware, (2) possible financial support, and (3) possible organization of a State Advisory Committee.

Mr. Chester Halnan, Chief of the Distribution Division of the Agricultural Marketing Administration, will be present to explain how this program has been conducted in other areas.

I hope you can be present and give the benefit of your thinking and observations on this topic.

Very truly yours,

/s/ Geo. L. Schuster
Director

A meeting was held at College Park State University to discuss a state community canning project. A list of the people present is included in this report. Dr. Symons, Director of Extension, appointed a committee to draw up a procedure which is included as a part of this report. Arrangements are now being made to meet with Governor O'Connor at Annapolis for the purpose of obtaining funds to carry out the program throughout the State.

TENTATIVE PLANS FOR COMMUNITY CANNING CENTER PROGRAM

Purpose:

The primary purposes of the program are to conserve all the food possible; to can surplus food for community use and to encourage canning for home use; to use the latest approved methods of canning so as to retain the greatest possible food value; to enable communities to prevent waste of food supplies; and to meet possible public emergencies including the feeding of school children.

Funds:

It is proposed that state funds be made available sufficient for the establishment and operation of canning centers well distributed throughout the State.

It is estimated that the sum of \$20,000 would be needed for the carrying out of this project.

It is further proposed that the Director of Extension work be held responsible for the disbursement of funds appropriated for the administration of this program.

Cooperating Agencies:

The Community Canning Center Program contemplated would be a state-wide cooperative project, requiring the fullest cooperation and participation by all agencies and organizations having an interest in this field of work. These should include the following:

1. Maryland Extension Service.

General state-wide supervision of the project including the location of centers and the selection of personnel.

2. State Department of Education.

Home Economics teachers, where possible, to serve as directors of community canning centers.

3. Office of Civilian Defense (appropriate division).

Assistance with the responsibility for local preliminary organization and volunteer participation on a service and experience basis for the period of the canning project.

4. Agricultural Marketing Administration.

Surplus food contributions, when available, to supplement supplies in specific areas and to make available larger amounts of canned food for school lunches and other groups and institutions that may be deemed eligible.

5. Farm Security Administration, State Board of Health, State Board of Public Welfare, and War Production Boards.

These groups are to cooperate wherever possible in the operation of the project in order that canning centers may be of maximum benefit throughout the State.

Other interested groups which will be invited to contribute and participate will include the Farm Bureau, town and city Chambers of Commerce, the Grange, Garden Clubs, Parent-Teacher Associations, Service Organizations, Youth Groups, etc.

The tentative advisory committee includes the following:

- Dr. F. B. Bomberger, Coordinator of Marketing - University of Maryland, Extension Service, Chairman.
- Miss Venia M. Kellar, State Home Demonstration Leader - University of Maryland, Extension Service, Vice-Chairman.
- Miss Elizabeth Amory, Supervisor of Home Economics - State Department of Education.
- Dr. H. F. Cotterman, State Supervisor of Agriculture - State Department of Education.
- Mr. N. S. Baldrige - Agricultural Marketing Administration, U.S. Department of Agriculture.
- Mr. E. G. Jenkins, State Boys Club Agent - University of Maryland, Extension Service.
- Miss Dorothy Emerson, Girls Club Agent - University of Maryland, Extension Service.
- Miss Margaret McPheters, Nutrition Specialist - University of Maryland, Extension Service.
- Miss Marie Mount, Dean of Home Economics Department, University of Maryland.
- Miss Reha Galloway, Home Economics Supervisor - Farm Security Administration.
- J. Milton Patterson - Board of Public Welfare, State of Maryland.
- Dr. J. Huntington Williams - State Board of Health.

Procedure:

It is essential that the project receive the whole-hearted cooperation of the people within the communities where canning centers may be organized. To effect this result, selected members of the advisory committee augmented by others, will contact interested community groups and will present plans for community participation in the establishment and operation of canning centers.

Plans will be made for the training of personnel that will participate in the direction of the centers organized in the various communities.

The Operation of the Center:

The canning center serves the community in which it is located and also the area immediately surrounding the community.

The town or community used as an area center will organize its program so that it may contribute food and volunteer workers, retain proportionate amounts of material so canned for emergency community use, plan a distribution basis for such food reserves, provide payment for all cans used for food canned for community use, and arrange with the local school departments for the use of home making department facilities and necessary janitor service.

The state project will pay for the use of fuel, the purchase of necessary equipment, the salaries of directors and/or assistant directors of local canning centers, and other costs incidental to the establishment and operation of such centers.

Food Retained by Center and Contributing Towns:

In states where community canning programs have been in operation, the canning center and the contributing towns or communities retain a percentage of all food canned.

Where the housewife does her own canning at the center, she leaves one can out of every four with the center. Where food is donated to the canning center by a community or is donated by the Agricultural Marketing Administration, all of it is retained for the center.

Where food is sent from a contributing town or community without labor contribution from that town or community, half of the food so canned is retained by the center and half of the canned food is returned to the contributing town or community.

Where food is sent from a contributing town or community and home makers or volunteer workers from that town or community do the canning at the center, one can in four is retained by the center, and the rest is returned to the contributing town or community.

Local Center Responsibility:

The director of the center is in charge and has responsibility for all administrative problems, allocations of work, and keeping of records.

Type of Records:

1. The type of records maintained should include the following: daily appointment blank showing the name of the volunteer worker, date, number of working hours, kind and amount of food contributed.
2. Weekly reports to the advisory committee showing the number of volunteer workers, the number of towns or communities participating, the total amount of food canned, the amount retained by individuals, the amount retained by the canning center, and the amount returned to the contributing towns or communities.
3. A report or record of food receipts and distribution showing date, town, person bringing in food, kind of produce, quantity, conditions, type of container brought, number of canned food containers retained by owner, by the canning center and by the contributing town.

Distribution of Canned Food Retained by the Community:

This should be the responsibility of a local distribution committee made up, preferably, of the school superintendent or his appointed representatives as chairman, a Civilian Defense representative, the person in charge of school lunches in the public or parochial schools or the home economics teacher, and a person representing the welfare interests of the town or community.

Persons attending the meeting at College Park

Miss Venia L. Kellar
Asst. Director of Extension Service
College Park, Md.

Dr. F. H. Bomberger
Coordinator of Marketing
University of Maryland
College Park, Md.

Miss Elisabeth Amery
Supervisor of Home Economics Education
Department of Education
Lexington Building
Baltimore, Md.

Miss Esther L. Knowles
Home Management Specialist
College Park, Md.

Miss Dorothy Emerson
Girls' Club Agent
College Park, Md.

Miss Margaret McPheeters
Nutrition Specialist
College Park, Md.

Dr. Marie Mount
State Nutritionist
College Park, Md.

Paul E. Mystrom
County Agent Leader
College Park, Md.

Dr. H. F. Cotterman
In Charge Vocational Education
University of Maryland
College Park, Md.

Mrs. Reha M. Galloway
Home Supervisor
Farm Security Administration
Claggett Building
Upper Marlboro, Md.

Dr. T. B. Symons, Director
Extension Service
University of Maryland
College Park, Md.

Chester A. Halnan

Niles S. Baldrige

Mr. John Sullivan, our State Supervisor, and the writer called on Governor Leverett Saltonstall for the purpose of outlining a Food Conservation Program. The Governor was very much interested in such a program and suggested that we discuss the matter with Mr. Louis A. Webster of the Department of Agriculture, who was his representative on the State Garden Committee which he had already appointed. A meeting of this committee was held last week in Boston and was attended by the writer. A very extensive program can be expected in Massachusetts. Many of the cities and towns have canning units which were formerly operated by the W.P.A. They will be taken over this year by the Food Conservation group and application for funds to operate these centers and any other centers that might be established throughout the state has been submitted to the Governor. The question of necessary funds to operate the program in Massachusetts is not a problem as the Governor is directly behind the program and the financial needs can be easily taken care of. A list of the Food Conservation committee appointed is a part of this report.

Mr. Cole of the State College, who is an expert on canning, will have the responsibility of supervising the various community centers which will insure a good operation.

Baker, Hugh P., Massachusetts State College, Amherst
Decatur, Joseph, Massachusetts Farm Bureau Federation, Inc., Wayland
Downey, Walter F., Department of Education, 200 Newbury St., Boston
Farrington, Edward I., Massachusetts Horticultural Society, 300
Massachusetts Avenue, Boston
Gilbert, George H., Bristol County Agricultural School, Segreganset
Heftyzer, Ernest, Boston Home Garden Committee, Boston Record-
American, Boston
Kemp, Charles W., Norfolk County Agricultural School, Walpole
Koon, Ray M., Waltham Field Station, Massachusetts State College,
Waltham
Mostrom, Harold A., Essex County Agricultural School, Hathorne
Munson, Willard A., Extension Service, Massachusetts State College,
Amherst
Rotch, Arthur G., Department of Public Welfare, State House, Boston
Simpson, A. Kenneth, Berkshire Garden Center, Stockbridge
Spear, Mrs. Fred, Massachusetts Federation of Women's Clubs, 15
Green Street, Medfield
Tuckerman, Bayard, New England Council, Statler Building, Boston
Turner, Harvey P., Massachusetts State Grange, South Main Street,
Andover
Warner, Mrs. Roger S., Massachusetts Committee on Public Safety,
101 Mt. Vernon Street, Boston
Webster, Louis A., Department of Agriculture, State House, Boston
Whipple, Mrs. Sherman L. Jr., Massachusetts Federation of Garden
Clubs, 30 Clyde Street, Brookline

A meeting with the various interested groups was called at the University of New Hampshire by Mr. Henry Stevens, State Director of Extension at which time a Food Conservation Program was discussed and a committee appointed to further study the matter. At this meeting I outlined the position and the interest of the Department of Agriculture in such a program and as a result a procedure was set up to be submitted to Governor Blood for his approval. A copy of the procedure is a part of this report. Later I met with Governor Blood; Mr. Henry Stevens; Mr. Edgar Hirst, Chairman, Agricultural Production Committee, Office of Civilian Defense, Mr. Noel Wellman, Executive Secretary, State Defense Council and Mr. Philip Hearn, our State Supervisor. The meeting was held at the State Capitol at Concord for the purpose of outlining our plans and proposed activities to the Governor. The program has the Governor's wholehearted endorsement, and he has agreed to furnish the necessary funds to carry out the program and to personally assume responsibility for the entire program in the State of New Hampshire. There will be another meeting in the very near future at which time the location of the centers will be decided upon and plans to assemble the necessary equipment are now under way. There is an organization known as the Community Garden Group which is being combined with the conservation committees who will report to the Governor from time to time.

TENTATIVE PLANS FOR A COMMUNITY FOOD CONSERVATION AND CANNING
CENTER PROGRAM

Purpose:

The purpose of this program is to provide the facilities for cooperative action in the conservation of all possible foods during the present crisis, to enable communities and families to prevent the waste of food supplies, to build up a state food pile for community use including the feeding of school children and to meet possible emergencies which might require mass feeding.

Funds:

It is proposed that Community Food Conservation and Canning Center Program be financed in the following manner:

1. That State funds be made available in the amount of \$10,000 to cover the cost of establishment, supervision, and maintenance of twenty-five canning centers and the purchase of necessary equipment; the equipment thus purchased to become the property of the State and the use of which would be directed by the committee in charge of the program.

A tentative budget based on twenty-five centers is as follows:

Labor - 25 supervisors for two months @ \$300 each	\$7,500
75 pressure cookers @ \$15 each	1,125
25 tin can sealers @ \$10 each	250
Incidental Expenses	<u>1,125</u>
Total	\$10,000

Local sponsors to be responsible for the provision of fuel, light, rent and power.

It is proposed that the State Director of Extension Service be responsible for the disbursement of the funds.

- a. That such equipment as is purchased through Federal funds provided under the Rural War Production Training Program by the New Hampshire Department of Education shall be available for loan as required under the Community Food Conservation and Canning Center Program.
2. In addition to the fund mentioned above, it is proposed that the State of New Hampshire establish a revolving fund in the amount of \$15,000.00 for the purchase of tin cans to be used in community canning centers to be sold as required to participants in the program; the money realized from such sale to be deposited back into the revolving fund.

Cooperating Agencies:

To be successful, it will be necessary that all the agencies and organizations in the State which are interested in the conservation of food cooperate in this program. The following agencies have been invited to participate in this program, and this list will be expanded as the program progresses and the need for expansion is shown.

1. New Hampshire Extension Service
General supervision of the program including the location of centers and the selection of personnel.
2. State Department of Education
Assignment of home economics teachers where available to serve as supervisors of community centers, and to work with Director of Extension Service in providing school buildings where possible.
3. Office of Civilian Defense (Through the Governor's Defense Council)
Assistance in the local organization of communities for volunteer participation and the dissemination of information regarding the requirements and operation of the various centers.

4. Food Distribution Administration
Donation of surplus foods when available to supplement supplies in specific areas through surplus removal programs, and the administration of local purchase programs whereby sponsors of canning projects may be able to buy certain specified commodities on the local market for the use of eligible School Lunch Programs and other groups.
5. State Nutrition Committee
To act in an advisory capacity in matters relating to the nutritional values of foods and guidance with relation to the emphasis to be placed on the canning of certain types of commodities.
6. Food Production Committee
To report the progress of the organization and establishment of the Home and Community Garden Program, to advise in the location of community centers and to emphasize the Community Food Conservation and Canning Center program and the promotion of Victory Gardens, thereby encouraging people to plant commodities in excess of what they might otherwise plan.
7. Farm Security Administration
To assist in the supervision and operation of the program where possible through its home management plan and supervisors.
8. State Board of Health, State Department of Agriculture, State Department of Public Welfare, Red Cross, and a local representative of the War Production Board
To be advisory members of the committee.

These groups are to cooperate in whatever way possible in order to insure a successful operation of a program that will be of maximum benefit to the community and the State.

Other interested groups which may be invited to contribute and participate are the Grange, Parent-Teacher Association, and service organizations.

The tentative committee includes the following:

Mr. Henry Stevens, State Director of Extension Service and member of the State Food Production Committee

Miss Verna Payson, Temporary Chairman, Supervisor of Home Economics for the State Department of Education

Miss Elizabeth E. Ellis, Chairman of the State Nutrition Committee, State Extension Nutritionist, and member of the State Food Production Committee

Mrs. Helen McLaughlin, Supervisor of Home Economics for Extension Service.

Mr. L. A. Dougherty, State Marketing Specialist for Extension Service.

Mrs. King, Home Demonstration Supervisor for Urban Areas

Mrs. Frederick Preston, Head of the Household Division of the Consumers' Interest Committee of the Governor's Defense Council (working in cooperation with the Office of Civilian Defense).

Mrs. Marjorie Taylor, Home Management Supervisor, Farm Security Administration.

Mr. Philip B. Hearn, State Supervisor of the Food Distribution Administration

Professor Hepler, representing the Food Production Committee

Procedure:

Since the successful operation of the project will require the whole-hearted cooperation of the people within the community wherein the canning centers are located, it is suggested that selected members of the committee will contact community groups to arouse local interest and to present plans for community participation in the establishment and conduct of community centers.

Plans will be made for the training of personnel to direct the operation of the centers in the various communities.

The Operation of the Center:

Each community center will serve the community in which it is located and the surrounding area.

The town or community committee with jurisdiction over the community center will organize to provide for the volunteer workers, the retention of proportionate amounts of commodities canned for community use at the emergency or school lunch level, plan the basis of distribution for such food reserves, provide for the payment of cans, and in cooperation with the State Director of Extension Service and the State Department of Education, arrange with the local school departments for the use of such home making department facilities and janitor services as may be available, or make arrangements for other quarters. The use of fuel and other costs incidental to the operation of the centers to be provided for by local committee. The purchase of necessary equipment, and the salaries of directors to be paid for out of the fund set up by the State.

Food Retained by Center and Contributing Towns:

Where the housewife does her own canning at the center, she will leave one can out of every four at the center to be distributed under the auspices of the local committee. Where food is donated to the canning center by the Food Distribution Administration, all of it will be retained for the center.

Where food is canned at the center without labor contribution from that town, half of that food so canned shall be retained by the center and half of the canned food is returned to the contributing town.

Where food is sent from a contributing town and home-makers or volunteer workers from that town do the canning at the center, one can in four is retained by the center, and the rest is returned to the contributing town.

Where home-makers and volunteer workers from a contributing town bring produce to the center for canning for their own private purposes, one can in eight is retained by the center, one can in eight is retained by the contributing town, and the remainder is for private use by such home-makers or volunteer workers.

Local Center Responsibility:

The director of the center is in charge and has responsibility for all administrative problems, allocations of work, and keeping of records.

Type of Records:

1. The type of records maintained should include the following: daily appointment blank showing the name of the volunteer workers, date, number of working hours, kind and amount of food contributed.
2. Weekly reports showing the number of volunteer workers, the number of towns participating, the total amount of food canned, the amount retained by individuals, the amount retained by the canning center, and the amount returned to the contributing towns.
3. A report or record of food receipts and distribution showing date, town, person bringing in food, kind of produce, quantity, conditions, type of container brought, number of canned food containers retained by owner, by the canning center and by the contributing town.

Distribution of Canned Food Retained by the Community:

This should be the responsibility of a local distribution committee made up, preferably, of the school superintendent or his appointed representative as chairman, a Civilian Defense representative, the person in charge of school lunches in the public or parochial schools or the home economics teacher, and a person representing the welfare interests of the town.

In company with Mr. Lawrence Bevans, Director of Extension, and Mr. Willis Morgan, our State Supervisor, the writer attended a meeting at the State Capital to discuss with Mr. Olhman, Executive Secretary to Governor Edison, a proposed conservation program for the State of New Jersey. At the suggestion of Mr. Olhman, it was decided the procedure would be drawn up covering the operation in detail so that it could be submitted at the next meeting of the War Council.

The matter of conservation has been discussed with the various interested groups throughout the State, and has been generally approved by all parties interested. We then called on Mr. J. J. Spurr, Director of the Office of Civilian Defense, and discussed the proposed program with him. He assured us that his interests were particularly favorable. There does not seem to be any doubt in the minds of groups interested but that Governor Edison will allocate from his Defense fund the \$50,000 requested to carry out this program. The responsibility for supervision of the program throughout the State will be assumed and carried out by Mr. Bevans and others who may be assigned to report directly to him.

A meeting was called in Ithaca several weeks ago by Dean Simons of Cornell University, which was attended by approximately 25 people at the request of Dean Simons for the purpose of discussing a conservation program for the State of New York. As a result of this meeting the matter was referred to the State Nutrition Committee for further development. The State Nutrition Committee met, and at the suggestion of Dr. Edward Rogers, Director of the Office of War Nutrition Services, a sub-committee was appointed to handle developments of the program. It is my understanding that the State War Council has funds available which can be used in the development of the program. A list of the committee set up to operate this program in the State is a part of this report. Another meeting is to be held at Albany, and at that time, procedure will be developed covering the operation of the program and all final arrangements will be completed. The program will then be submitted to the Governor as a matter of courtesy, and it is my belief that the program in the State of New York will be particularly active and efficient.

FOOD CONSERVATION COMMITTEE

Dr. Elizabeth M. Gardiner

Chairman of the New York State Nutrition Committee, Director
of the Division of Maternity, Infancy & Child Hygiene,
New York State Department of Health, Albany, N. Y.

Mrs. Martha H. Eddy

Secretary of the New York State Nutrition Committee, Admini-
strative Extension Specialist, College of Home Economics,
Cornell University, Ithaca, N. Y.

Dr. Edward S. Rogers

Director of the Office of War Nutrition Services, New York
State War Council, Albany, N. Y.

Miss Marian Van Liew

Chief, Bureau of Home Economics Education, New York State
Department of Education, Albany, N. Y.

Miss Mame T. Porter

Nutritionist, Office of War Nutrition Services, New York
State War Council, Albany, N. Y.

Miss Dorothy Delany

Assistant State Leader, Junior Extension, Cornell University,
Ithaca, N. Y.

Mr. Albert Hoeffler

Assistant State Leader, Junior Extension, Cornell University,
Ithaca, N. Y.

Miss Lillian Shaben

Extension Specialist in Foods & Nutrition, New York State
College of Home Economics, Ithaca, N. Y.

Miss Pauline Murrah

Nutritionist, American Red Cross

Miss Mary Fitz Randolph

Field Worker, Office of War Nutrition Services, New York State
War Council, Albany, N. Y.

A meeting was held in Harrisburgh relative to discussing the proposed Food Conservation Program in the State of Pennsylvania which was attended by many representatives of various groups interested throughout the State. A program committee was then set up for the purpose of drawing up a procedure as to how the plan would operate and to include their recommendations. The names of the people appointed on this committee are a part of this report together with the procedure which they have proposed to carry out the program.

TENTATIVE PLAN FOR COMMUNITY CANNING PROGRAM IN PENNSYLVANIA

The welfare of this nation and of all the United Nations demands not only the maximum production of food, but also the optimum utilization of all the food which is produced. To insure the accomplishment of the latter objective, it seems essential for each State to undertake a program under which locally grown perishables may be preserved at the flush seasons and consumed during the months when fresh produce is dear. States throughout the Northeast and the rest of the country have either already adopted such a program or are in the process of adopting it, and the following outline represents a suggestion -- based upon numerous conferences between representatives of various Private, State, and Federal agencies -- as to how this program might operate in Pennsylvania.

I. Purpose

- A. Provide proper facilities for preservation of locally-grown produce through the establishment and operation of community-sponsored canning centers.
- B. Provide a method whereby the food preserved through the operation of Community Canning Centers would be utilized not only by individual citizens but also by School Lunch Projects, Food Banks, and Welfare Institutions.
- C. Supplement the work of existing agencies in providing education in proper methods of canning.

II. Description

A. Location

1. The ideal would be a Canning Center accessible to every person producing perishables beyond that needed for his own fresh-food requirements and in excess of that which could be marketed through readily available commercial channels.
2. The attainment of the above ideal is made infeasible by certain practical considerations including dispersions and concentrations of populations, the shortages of necessary equipment and housing facilities, and the cost involved in the establishment and operation of the centers.
3. In view of practical considerations mentioned, it would seem desirable to have 500 Centers placed throughout the State in strategically located communities.
4. The Centers themselves would best be located in the home economics rooms, or cafeterias in local schools. In instances where such rooms would be unavailable, community centers, church recreation rooms, fire-houses, and lodge rooms offer themselves as possible substitutes.

B. Equipment and Supplies

1. Each Center should be equipped with at least two 14 quart pressure cookers and with two can sealers.
2. Each Center would need to be supplied with sufficient fuel to operate the cookers and heat the Centers when necessary.
3. Each Center would need to be supplied with containers -- metal ($\frac{1}{2}$ 3 cans) and glass (quart size). Some of the containers might be supplied by individuals bringing food for canning, but this would not take care of all the food.
4. Miscellaneous supplies such as record forms, electric lights, chairs, work tables and benches, pots and pans, etc., would be necessary.
5. It would be possible to secure priorities on the rationed equipment (cookers, sealers, containers) in view of the purpose for which this equipment would be used.

C. Personnel

1. Each Center would be managed by a salaried full-time director, who should be a teacher of home economics or some person similarly qualified, such as a school lunch manager, a dietician, or a former Extension worker.
2. The director would be assisted by volunteer workers, the number necessary depending on the quantity of produce for canning.
3. The director would be responsible for the general operation of the Center -- its cleanliness, its records, the flow of work, the care of food, etc.
4. The supply of volunteer workers should be stimulated by the Local Community Canning Committee through the various cooperating agencies. (See III below)

D. Food for Preservation

1. Brought by adults and children, particularly those having Victory Gardens.
2. Contributed from the gardens of students studying vocational agriculture and from other school gardens.
3. Contributed physically by the Food Distribution Administration through the warehousing system of the Department of Public Assistance.
4. Purchased by the Director of each Center (from farmers, retailers, and other sellers) on the basis of a list of designated foods released by the Food Administrator -- reimbursement for such purchases to be obtained through submitting vouchers to the Food Distribution Administration.

E. Distribution of Foods Canned

1. Food furnished by individuals would be divided between the individuals and the Center in accordance with a schedule of percentages determined by the Local Community Canning Committee. Some suggestions follow:
 - a. If both labor and containers furnished, 90% to individual and 10% to Center.
 - b. If labor furnished (and not containers), 80% to individual and 20% to Center.
 - c. If containers furnished (and not labor), 70% to individual and 30% to Center.
 - d. If neither labor nor containers furnished, 40% to individual and 60% to Center.
 - e. An individual might wish to contribute to the Center a greater proportion of cans than specified above.

2. Food furnished by gardens of vocational agriculture students -- 100% to Center.
3. Food furnished physically by the Food Distribution Administration or paid for by that Administration on the basis of vouchers -- 100% to Center.
4. Food left to Center would be divided between School Lunches (90%) and Center Reserve (10%), unless some special circumstances existed.
5. Food left in the Center Reserve would be available for Food Banks, for distribution to Welfare Institutions, and for other general welfare purposes.
6. All food in the Center, including that ear-marked for School Lunches, would be available for use in case of a disaster.
7. The local Community Canning Committee would make decisions, within the general framework outlined above, as to the specific uses to which the Center Reserve would be put.
8. Food allotted for School Lunches would be distributed by the Department of Public Assistance to nearby schools in instances in which more School Lunch cans are on hand than are needed by the school in which the Center is located and when the Local Community Canning Committee so permits.

F. Supervision of Program (General)

1. State Level -- There should be a responsible agency or agencies to coordinate the activities necessary to promote the program and to insure a proper disbursement of funds (See III below.)
2. Local Level -- There should be a Local Committee responsible for making decisions as to the use and division of food brought to the Center and responsible for having sufficient funds to purchase necessary containers and to finance direct purchase, if necessary, in the interim between the time of sale and the time of governmental payment of vouchers. (Vouchers would be submitted on a calendar month basis.)
 - a. Members of this Local Committee should include the Principal of the School in which the Center is located and representatives of the Victory Gardens Committee, American Red Cross, Nutrition Council, Local Government, Consumer Interest Committee, and Parent-Teachers Association. The Center Director should be an ex-officio member of the Local Committee.

G. Financing

1. State or Local expenditures would be necessary for equipment (cookers and sealers), fuel, containers, miscellaneous supplies, salaries of Center Directors, and possibly rent of space.
2. Equipment, salaries, and miscellaneous supplies would be provided through a special Food Preservation appropriation to the Department of Public Instruction.
3. Payment for containers (excepting those furnished by individuals) and for fuel (if these are not covered by State Appropriation) might be made by the Local Community Canning Committee which may get its funds from local government units or from interested organizations such as the American Legion and Parent-Teachers Associations.
4. Estimated Cost for a single Center for first summer of operation.

a. Equipment	\$ 75	
b. Supplies	25	
c. Salary (8 weeks)	200	
Sub-Total A-		\$300
d. Fuel	50	
e. Containers (Not furnished by individuals)	150	
f. Miscellaneous	50	
Sub-Total B		250
g. Grand Total		\$550
5. As outlined above, Sub-Total A would be covered by the State appropriation to DPI. Sub-Total B would be covered by the Local Community Canning Committee.
6. It should be noted that some of the expenditures listed above are for capital goods that would not need to be repurchased in order to operate this program in future years.
7. It should be noted that the Local Community Canning Committee would be permitted to purchase foods for canning in addition to those obtained for payment by the Federal Department of Agriculture.
8. Multiplying Sub-Total A by 500 (the expected number of Centers) and adding \$3,500 for expenses at the State Supervisory level, one arrives at \$153,500 as the desired State appropriation. If it is desired to cover more expenditure items out of the State appropriation and to provide a contingency fund, it might be well to request \$200,000.

H. Miscellaneous

1. Late June, July, August, and early September would be the months during which Centers would operate.
2. The persons selected as Directors of the Centers should have a "refresher" course on canning in June prior to actual operations in the Center. Such a "refresher" course might last three or four days and be held at State College.
3. It will be necessary for the food canned in the Centers to be preserved in accordance with reasonable standards of cleanliness, method, etc.

III Statewide Organization

A. Functions of various agencies (aside from general coordination)

1. Victory Gardens Committee (State Council of Defense)
 - a. Statewide promotion through public information media.
 - b. Organization of Local Community Canning Committees.
 - c. Use of Center cans as part of Food Banks.
2. Department of Public Instruction
 - a. Administer funds to pay salaries of Center Directors who would normally be Home Economics Teachers.
 - b. Encourage School Boards to make Home Economics rooms available for Centers.
 - c. Administer funds to pay for purchase of pressure cookers and other equipment.
 - d. Encourage preservation of School Garden foods in Centers.
 - e. Advise schools of opportunity of using Community Canned foods in School Lunches.
3. Food Distribution Administration
 - a. Make government-purchased perishables available to certified centers.
 - b. Assist in obtaining priorities on equipment.
 - c. Assist in organizing Local Committees (if desired).
 - d. Provide informational material on Community Canning.
 - e. Provide seeds to cooperating persons through Victory Gardens Committee. (?)
 1. Such seeds to be provided upon pledge that certain proportion of food grown will be contributed to the Centers.
4. Department of Public Assistance
 - a. Delivery of certain FDA foods to Centers.
 - b. Pick-up of School Lunch cans from Centers when approved in accordance with L8 above.
 - c. Delivery of School Lunch cans to School Lunch programs having deficit of canned items.

5. Agricultural Extension Service
 - a. Help Organize "refresher" course on Community Canning.
 - b. Furnish advice to Local Committees and Directors.
 - c. Urge 4-H Clubs to provide volunteer Labor.
6. Farm Security Administration
 - a. Advice to Local Committees and Directors from Field Home Management people.
 - b. Urge clients to use Centers for canning and perhaps make themselves available as volunteer labor.
7. American Red Cross
 - a. Local chapters would participate in planning the use of the Center Reserve.
 - b. Encourage volunteer participation, especially of those with Red Cross Nutrition and Canteen training.
 - c. Assist in general promotion.
8. Volunteer Participation and General Publicity
 - a. County and Local Nutrition Councils.
 - b. Consumer Interest Committee (Council of Defense)
 - c. Parent-Teachers Association*
 - d. American Legion (particularly Auxiliary)*
 - e. Miscellaneous public-service organizations*

*It is felt that these organizations might represent a source of funds, in addition to local units of government, to finance activities for which Local Community Canning Committees would be responsible.

9. General Publicity and Support
 - a. State Nutrition Council.
 - b. Pennsylvania Department of Agriculture.
 - c. Pennsylvania Department of Health.
 - d. Pennsylvania State College.
 - e. Others.
10. Training for Leaders and Directors
 - a. Refresher Course -- State College

B. Overall Coordination -- There are three possibilities:

1. By Victory Gardens Committee, in which instance following would be organizational picture:
 - a. Representatives of agencies described above, as members of the Victory Garden Committee, would perform and have performed various functions described, under general direction of Victory Gardens Committee Chairman, who would be responsible through Director of the State Council of Defense to the Governor for the success of the overall operation.
 - b. DPI would disburse funds as a service agency providing certain tools (equipment and personnel) necessary for the program and would be responsible for the proper disbursement of those funds. It would also be responsible for giving general supervision to the Directors of the Local Canning Centers.
 - c. Local Community Canning Committees would be Sub-Committees of the local Victory Garden Committee but would be so constituted as to contain a representative of the local school system.
2. By Department of Public Instruction, in which instance following would be organizational picture:
 - a. Agencies described above would perform functions outlined under general direction of a designated official of the Department of Public Instruction acting as Chairman of a Statewide Community Canning Committee containing representatives of all agencies listed under III A.
 - b. The "designated official of the Department of Public Instruction" would be responsible through the Secretary of Public Instruction to the Governor for the overall operation of the whole program, including the expenditure of the State Appropriation.
 - c. Local Community Canning Committees would be set up for the Statewide Community Canning Committee by the Victory Gardens Committee, these local Community Canning Committees to have membership described in II F above.
 - d. The Local Center Directors would be responsible through the Local Canning Committees to the State Department of Public Instruction for operations in the Centers and would receive general supervision from designated officials of the Department of Public Instruction.
 - e. At the state level within DPI, the responsibility would be given to the Home Economics Education Section of the Bureau of Instruction.

3. By Victory Gardens Committee and Department of Public Instruction as Co-Sponsors, in which instance following would be organizational picture
 - a. Victory Gardens Committee would be responsible for public promotion of Local Committees, which would be Sub-Committees of Victory Garden Committee and would be headed by principals (or their representatives) of schools in which Centers were located.
 - b. Department of Public Instruction would be responsible for the correct operation of the Centers organized by the Victory Gardens Committee and for the provision of the necessary services (equipment and salaries) to those Centers.
 - c. The statewide programs would be known as "The Pennsylvania Community Canning Program sponsored jointly by the Advisory Victory Gardens Committee of the State Council of Defense and the Home Economics Education Section of the State Department of Public Instruction, with the cooperation of the _____" (all organizations listed under III A above, besides DPI and Victory Gardens).
 - d. The head of the Victory Gardens Committee and the head of the Home Economics Education Section of DPI (or their superiors or designated subordinates), with the advice of the cooperating agencies, should jointly work out the basic policies of the program and should jointly issue information as to these policies and as to the development of the Program.

C. Necessary Provisions of Procedure

1. Whichever agency or agencies (III B 3) becomes the coordinating group, it will be necessary for that agency (or agencies) to certify to the Food Distribution Administration that the Centers established and desirous of preserving federal food are valid and responsible.
 - a. Either some one person for each Center or the coordinating agency must be responsible for the proper utilization of federally-granted foods and for the proper disbursement of Federal funds under the local purchase program.
2. It will be necessary for an arrangement to be worked out with the Department of Public Assistance whereby that Department will be informed of the needs of certified Centers as to physically-distributed foods and be informed of instances in which Centers have a surplus of School Lunch cans.
3. It will be necessary to work out a system of reports as to the utilization of food brought to the Centers.
4. It will be necessary to work out a system for insuring an even and sufficient supply of volunteer labor.

PROGRAM COMMITTEE - COMMUNITY CANNING CENTERS

<u>Agency or Organization</u>	<u>Representative</u>	<u>Official Capacity</u>
Agricultural Extension Service	Miss Agnes Brumbaugh	Director, Home Economics Extension
American Red Cross	Miss Cecile Kennedy	Liaison Representative
Council of Defense	Mrs. Hiram B. Eliason	Chairman, Victory Gardens Committee
Farm Security Administration	Mrs. Mills	Home Management Supervisor
Food Distribution Administration	Mr. R. J. M. Matteson - Chairman - Miss Lennore Sourbier - Alternate -	Assistant State Supervisor Administrative Assistant
Parent Teachers Association	Mrs. Edwin F. Yarnell Mrs. Ralph Walters - Alternate -	State PTA President Head, PTA School Lunch Committee
Pa. Nutrition Council	Mrs. Anna DePlanter Bowes	Chairman
Public Instruction, Dept. of	Mrs. Anna Green	Chief, Home Economics Education

The U. S. Office of Education has established a program now being conducted in the various states which offers vocational training for rural war production workers. The course is known as "Production, Conservation, and Processing of Food for Farm Families." An announcement issued by the U. S. Office of Education regarding this course is included in this report. Also, a copy of a letter received from Mr. W. T. Spanton, Director, Rural War Production Training, U. S. Office of Education outlining the scope of the program.

Arrangements have been made in many of the states to combine the facilities and equipment which will be provided for conducting the various courses in the Rural War Production Training Program. This will tend to improve and enlarge our Conservation Program.

Mr. Edward Barry, our State Supervisor and the writer attended a meeting held at the State College in Kingston for the purpose of discussing the plans for a Food Conservation Program for the State of Rhode Island. At that meeting, after all interested groups had approved the plan, Dr. Homer Stuart, Director of Extension; Mr. Barry, and myself called on Governor McGrath for the purpose of informing him as to the proposed plans and to ask his assistance in setting up an operating fund necessary to carry out the program. The Governor requested that we submit a procedure of operation to him and this was done. The procedure is included in this report. The Governor stated he would request the Defense Council to allocate funds necessary for the operation of the program. As Governor McGrath is particularly interested in this program, it will be reasonable to assume that a very efficient and effective conservation program can be expected in the State of Rhode Island.

TENTATIVE PLANS FOR COMMUNITY CANNING
CENTER PROGRAM

Purpose:

The primary purposes are to conserve all the food possible, to can surplus food for community and to encourage canning for home use, to use the latest approved methods of canning so as to retain the greatest possible food value to enable communities to prevent the waste of food supplies and to meet possible emergencies including the feeding of school children.

Funds:

It is proposed that state funds be made available sufficient for the establishment and operation of canning centers well distributed throughout the state.

It is estimated that the sum of \$20,000 would be needed for the carrying out of this project.

It is further proposed that the director of Extension work be held responsible for the disbursement of funds appropriated for the conduct of this program.

Cooperating Agencies:

The community canning center program contemplated would be a state-wide cooperative project, requiring the fullest cooperation and participation by all agencies and organizations having an interest in this field of work. These should include the following:

1. Rhode Island Extension Service

General state-wide supervision of the project including the location of centers and the selection of personnel.

2. State Department of Education, Vocational Division

Home Economics teachers where located to serve as directors of community canning centers.

3. Office of Civilian Defense (appropriate division)

Assistance with the responsibility for local preliminary organization and volunteer participation on a service and experience basis for the period of the canning project.

4. Agricultural Marketing Administration

Surplus food contributions when available to supplement supplies in specific areas and to make available larger amounts of canned food for school lunches and other groups and institutions that may be deemed eligible.

5. Farm Security Administration, State Nutrition Association, State Board of Health, State Department of Agriculture, State Department of Social Welfare, and the local representative of War Production Boards.

These groups are to cooperate wherever possible in the conduction of the project in order that canning centers may be of maximum benefit throughout the state.

Other interested groups which will be invited to contribute and participate will include the grange, garden clubs, Parent-Teacher associations, service organizations and youth groups.

The tentative advisory committee would include the following:

H. O. Stuart, Acting Director of Extension Service, Chairman
Miss Violet B. Higbee, Nutrition Specialist, Extension Service,
Vice Chairman
Miss Grace C. Whaley, Supervisor of Home Economics in Public
Schools, State Department of Education
Representative of the State Office of Civilian Defense
Mr. E. H. Barry, Agricultural Marketing Administration
Mr. L. F. Kinney, Jr., State 4-H Club Leader
Mr. James F. Rockett, Director of State Department of Educa-
tion
Dr. R. G. Bressler, Director of State Department of Agriculture
and Conservation
Miss Olga P. Brucher, Head of the Home Economics Department,
R. I. State College
Miss Sara E. Coyne, State Home Demonstration Leader, Extension
Service
Miss Florence Case, State Nutritionist, State Board of Health
Miss Doris Paquin, Home Economics Supervisor, Farm Security
Administration
Mr. Clemens J. France, Director of Department of Social Welfare

Procedure:

It is essential that the project receive the whole-hearted cooperation of the people within the community where canning centers may be organized. To effect this result, selected members of the advisory committee augmented by others will contact interested community groups, and will present plans for community participation in the establishment and conduction of canning centers.

Plans will be made for the training of personnel that will participate in the direction of the centers organized in the various communities.

The Operation of the Center:

The canning center serves the community in which it is located and also the area immediately surrounding the community.

The town or community used as an area center will organize its program so that it may contribute food and volunteer workers, retain proportionate amounts of material so canned for emergency community use, plan a distribution basis for such food reserves, provide payment for all cans used for that food canned for community use, and arrange with the local school departments for the use of home making department facilities and necessary janitor service.

The state project will pay for the use of fuel, the purchase of necessary equipment, the salaries of directors and/or assistant directors of local canning centers, and other costs incidental to the establishment and conduction of such centers.

Food Retained by Center and Contributing Towns:

In states where community canning programs have been in operation, the canning center and the contributing towns retain a percentage of all food canned.

Where the housewife does her own canning at the center, she leaves one can out of every four with the center. Where food is donated to the canning center by that community or is donated by the Agricultural Marketing Administration, all of it is retained for the center.

Where food is sent from a contributing town without labor contribution from that town, half of that food so canned is retained by the center and half of the canned food is returned to the contributing town.

Where food is sent from a contributing town and home makers or volunteer workers from that town do the canning at the center, one can in four is retained by the center, and the rest is returned to the contributing town.

Where home makers and volunteer workers from a contributing town bring produce to the center for canning for their own private purposes, one can in eight is retained by the center, one can in eight is retained by the contributing town, and the remainder is for private use by such home makers or volunteer workers.

Local Center Responsibility:

The director of the center is in charge and has responsibility for all administrative problems, allocations of work, and keeping of records.

Type of Records:

1. The type of records maintained should include the following: daily appointment blank showing the name of the volunteer workers, date, number of working hours, kind and amount of food contributed.
2. Weekly reports showing the number of volunteer workers, the number of towns participating, the total amount of food canned, the amount retained by individuals, the amount retained by the canning center, and the amount returned to the contributing towns.
3. A report or record of food receipts and distribution showing date, town, person bringing in food, kind of produce, quantity, conditions, type of container brought, number of canned food containers retained by owner, by the canning center and by the contributing town.

Distribution of Canned Food Retained by the Community:

This should be the responsibility of a local distribution committee made up, preferably, of the school superintendent or his appointed representative as chairman, a Civilian Defense representative, the person in charge of school lunches in the public or parochial schools or the home economics teacher, and a person representing the welfare interests of the town.

I called on Governor Wills to discuss the Food Conservation Program sometime ago. As a result a meeting was held at which time a Food Conservation committee was formed consisting of Commissioner Noble, State Department of Education, Joseph Carrigan, Dean of the Extension Service, Mrs. James L. Bromley, Chairman, Women's Division, Office of Civilian Defense, and Mr. Harry Watling, our State Supervisor. At this meeting it was decided that a committee would draw up a procedure to be submitted to Governor Wills for his approval as requested. There have been very active garden groups in Vermont, and there is considerable interest in the Conservation Program in this state. A meeting was held recently with the Governor at which time a final report was submitted for his approval. The writer attended this meeting at the request of the Governor. Included in this report is a list of the members of the committee appointed at the meeting. Provisions will be made to allocate sufficient working capital to carry out the program. It is expected that 20 to 30 community canning centers will be set up throughout the state, and the supervision of these centers will be directly the responsibility of the Extension Division. Included in this report is a copy of the proposed program to be conducted in this state.

THE VICTORY GARDEN AND FAMILY FOOD SUPPLY PROGRAM

The committee established by the Vermont State U.S.D.A. War Board to deal with problems of the Family Food Supply has determined the following objectives towards the achievement of which its efforts will be directed.

1. To stimulate the economic use of land and labor resources to secure the greatest possible production of food.
2. To aid all families to produce and conserve an increased portion of their food supply.

Organization

State Level

Representatives of all organizations which are in a position to offer programs in support of the objectives are to be invited to a state meeting, the purpose of which shall be:

1. To present the problem.
2. To present information on the services which are available to families in the state.
3. To secure suggestions for further development of services.
4. To develop ideas for a comprehensive state-wide supporting program which will be conducted through the several non-professional organizations.

County Level

The extension agents in each County shall

1. See that a list of persons desiring help on Home Food Production (indicated in War Work Survey conducted by AAA) program is compiled.
2. Arrange to have each of those families contacted by the N.V.C. who will:
 - a. Give them needed help, if possible.
 - b. Inform them of the opportunities to secure additional assistance.
 - c. Supply to local leaders a list of persons desiring additional assistance.
3. Evaluate the coverage within the county and refer to the State Executive Committee the names of towns which need attention.
4. Arrange to have each village family contacted by Block leaders (O.C.D.).

Community Level

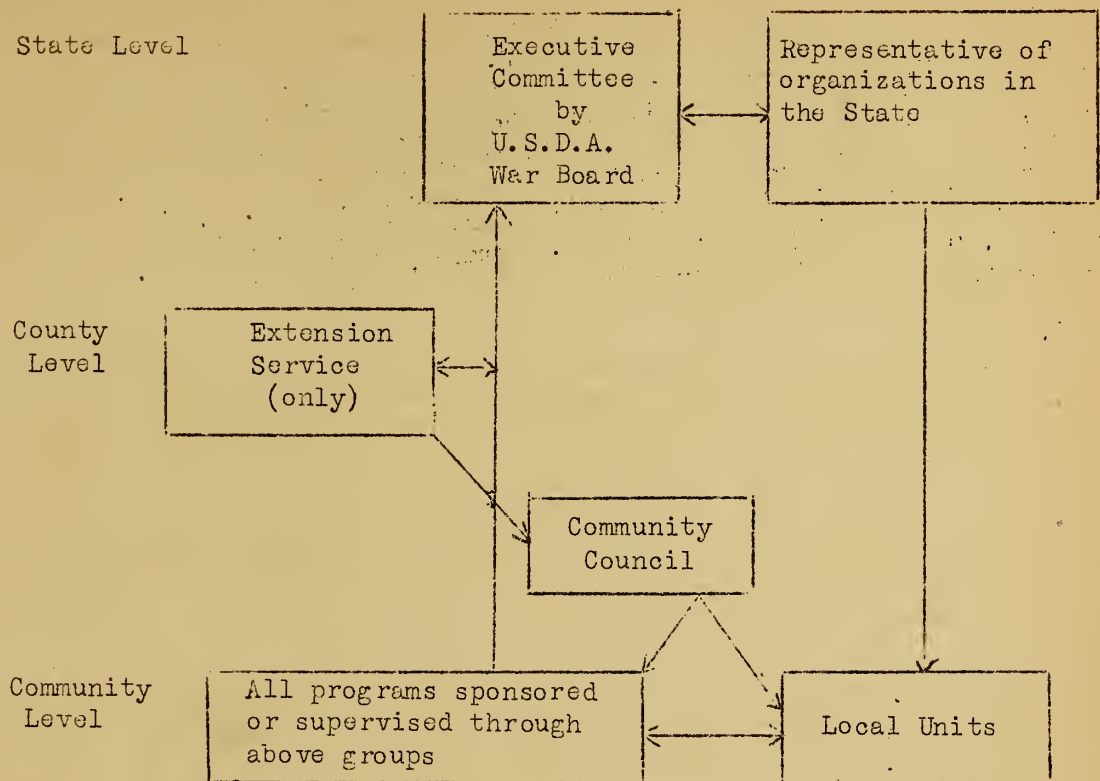
The extension agent shall take the initiative in calling a meeting. The school officials should be contacted prior to calling such a meeting to determine whether or not they have established a community advisory committee on this program.

The decision as to the need for and type of organization at the community level shall be left to the following persons constituting a community council.

1. One extension agent
2. District superintendent
3. Town committeeman (N.V.C.)
4. One vocational teacher (selected by superintendent)
5. One town committeeman A.A.A. (by extension agent)
6. Community Civilian Defense chairman
7. F. S. A. supervisor

The purposes and functions of the local committee may be:

1. To evaluate needs
2. To suggest action on the part of local agencies
3. To make suggestions to county and state groups
4. To provide a medium for exchanging information on programs.



Suggested Activities

1. Standards of Production and Conservation Needs
 (Mail to each boxholder)
 (In the form of a record and score card and also to have
 monthly suggestions)

As a result of a meeting held in Morrill Hall at the University of Vermont, attended by the following: J. E. Carrigan, Dean of the College of Agriculture, and Director of the Vermont Extension Service and Vermont Experiment Station; Harry W. Watling, State Supervisor, Agricultural Marketing Administration; W. Howard Martin, State Supervisor, Agricultural Education; Miss Helen R. LeBaron, State Supervisor, Home Economics Leader; and Frank C. Essick, Assistant State 4-H Club Leader; Mrs. James L. Bromley, Chairman, Women's Division, Office of Civilian Defense; the following recommendations were made:

1. We recommend that concerted effort be made by all agencies including the following: Agricultural Marketing Administration, Agricultural Extension Service, Vocational Education, Public Education, Womens' Participation in Civilian Defense, Town Governments, Parent-Teachers Associations and Farm Security Administration, and others, to stimulate and encourage the production and conservation of the family food supply for the coming year in order to make the people of Vermont as self-sufficient as possible in regard to fruit and vegetable supply.
2. We commend the past efforts of homemakers in conservation of family food supply and encourage intensified efforts along this line.
3. We recommend that several agencies concerned cooperate with the community food conservation programs that are sponsored by the Rural War Training Production Program through the State Department of Education.
4. We believe that it would be advisable to have established a revolving fund whereby tin cans may be made available at the community level and that this revolving fund be made available for the duration of the emergency as it applies to the food supply. It has been estimated that if 100% cooperation is obtained at community level, that 500,000 cans will be necessary.

A meeting was held at the State House in Charleston, West Virginia for the purpose of discussing the Food Conservation Program in the State of West Virginia. A list of those present is a part of this report. At that meeting Mr. J. O. Knapp, Extension Director was made Chairman for the group. Since that time a second meeting has been held for the purpose of setting up a procedure for their proposed operation. A copy of the procedure is included in this report. It is expected that a meeting will be held this week with Governor Neely for the purpose of acquainting him with the program and asking his assistance for setting up a fund of approximately \$25,000 to operate the program throughout the State.

PLAN FOR A COMMUNITY FOOD PRESERVATION CENTER
PROGRAM IN WEST VIRGINIA FOR 1943

Purpose:

The purpose of the project is to conserve surplus food produced in 1943 to be used in the school feeding program and for emergency relief and disaster.

Due to the need for an accelerated program on food conservation in 1943, much use should be made of these centers for Food Preservation demonstrations.

The center will also offer an opportunity for canning food by and for individual families of the community.

Cooperating Agencies:

The program, to be successful on a state-wide scale, will require fullest cooperation and participation of all agencies and organizations having an interest in this field of work.

1. State Department of Education

- a. Should furnish a person on full-time basis to supervise the project.
- b. County Superintendent's Office.
 - 1 - Should have charge of canning equipment.
- c. Vocational Division
Home economics teachers should serve as directors of community canning centers upon the appointment of the county superintendent.

2. Agricultural Extension Service, West Virginia University

- a. Should prepare and publish information on food conservation.
- b. Should assist with Food Preservation demonstrations:
- c. Should furnish specialists for training schools.
- d. Should assist in locating surplus food.

3. Food Distribution Administration

- a. State and district personnel should assist with promotion and guidance of the project.
- b. Should supply surplus food when available to supplement supplies in specific areas.

4. Office of Civilian Defense

- a. Should assist with responsibility for local organization.
- b. Should provide volunteer service (on experience basis) for the period of canning activity.
- c. Should disseminate information and provide facilities for collection of surplus food.

5. Other Agencies

- a. Farm Security Administration
- b. State Nutrition Committee
- c. State Department of Health
- d. State Department of Agriculture
- e. State Department of Public Assistance
- f. State Congress of Parents and Teachers.

These agencies should cooperate whenever possible in the active support, promotion and guidance of the project.

6. Organizations which should be invited to participate are:

- a. West Virginia Farm Bureau
- b. West Virginia Farm Womens' Bureau
- c. West Virginia State Grange
- d. West Virginia Garden Club
- e. Rotary, Kiwanis, Lions, and other service clubs
- f. Boy Scouts and other youth groups

State Advisory Committee:

This committee should consist of one representative from each of the following agencies or organizations. These representatives will be named by the person officially heading up that organization in the State, as shown below:

- 1. Food Distribution Administration -- W. R. J. Zimmerman
- 2. State Department of Education -- W. W. Trent
- 3. State Board of Education -- W. W. Trent
- 4. Agricultural Extension Service -- J. O. Knapp
- 5. Office of Civilian Defense -- Carl G. Bachmann
- 6. Farm Security Administration -- R. G. Ellyson
- 7. State Department of Health -- Dr. C. F. McClintic
- 8. State Department of Agriculture -- J. B. McLaughlin
- 9. Department of Public Assistance -- Raymond Kenny
- 10. State Congress of Parents and Teachers -- Mrs. W. A. McConnell

County Committee:

In order to correlate the work on a county basis there should be appointed by the State Advisory Committee a County Committee consisting of representatives of those agencies and organizations interested in this field. The committee should include,

1. County Superintendent of Schools (should serve as chairman)
2. Representative of Office of Civilian Defense
3. Representative of county Agricultural Extension Office
4. Representative of county Farm Security Administration
5. Representative of county Department of Public Assistance
6. Representative of county Department of Health
7. Representative of county Parent and Teacher Association Council
8. Representative of civic clubs, American Legion, et al

Executive Committee

The County Committee should appoint an Executive Committee in order to expedite the work of the committee.

Local Center Responsibility:

1. Local Committee

A Local Committee should be appointed by the County Committee in each community where a Food Preservation center is located, and should include the following:

- a. Principal of Schools
- b. Representative of Parent-Teachers' Association
- c. Representative of Farm Women's Club
- d. Vocational Agriculture Teacher
- e. Home Economics Teacher
- f. Representative of other local groups interested

It is essential that the project receive the wholehearted cooperation of the people within the community where the center is located. If no home economics teacher is available to serve as director of the local center, the County Committee should select a qualified person to serve in that capacity.

The director of the center should have charge and be responsible for all administrative problems, allocation of work, and the keeping of records.

2. Type of Records

- a. The type of records maintained should include the following:
daily appointment blank showing the name of the volunteer workers, date, number of working hours, kind and amount of food contributed.
- b. Weekly reports showing the number of volunteer workers, the total amount of food canned, the amount retained by individuals, the amount retained by the center.

3. The Operation of the Center

- a. The Food Preservation center should serve the community in which it is located and also the area surrounding the community.
- b. The community used as a center should organize its program so that it may contribute food and volunteer workers, retain proportionate amounts of material so canned for emergency community use, plan a distribution basis for such food reserves, and arrange with the local school departments for the use of home making department facilities and necessary janitor service.

Finances:

The State Committee estimates that the minimum amount of money needed for this project would be \$25,000. The money would be used to pay for fuel used at the various centers; for the purchase of necessary supplies and equipment and pay other costs incident to the establishment and operation of the centers.

The amount of money needed will depend upon the equipment that is now available, or can be made available; also on how cans and jars will be supplied for the project.

Food Retained by Canning Center:

Where food is donated to the center or is raised in school or community gardens, or is supplied by the Food Distribution Administration, all of it should be retained in the community to be distributed by the Community Committee.

Where housewives do their own canning at the center, one can out of every four should be left at the center and will belong to the community stock pile.

Meeting of West Virginia Food Conservation and Canning Program
at Charleston, West Virginia, January 15, 1943

John M. Lowe, State Supervisor, VOAG, Charleston, W. Va.
Harvin H. Snyder, State Department of Agriculture, (Laboratory)
Charleston, W. Va.
Pauline Stout, State Supervisor, Home Economics, Charleston, W. Va.
Walter R. Mitchell, Asst. Director OCD, Charleston, W. Va.
E. H. Baer, Supervisor Elementary Schools, Charleston, W. Va.
U. A. Knapp, Asst. Ex. Director, State Office of Civilian Defense,
Charleston, W. Va.
H. T. Roger, Adm. Asst. FSA, Morgantown, W. Va.
J. O. Knapp, Director, Agr. Extension, Morgantown, W. Va.
G. H. Robertson, Adm. Ass't., State Department of Agriculture,
Charleston, W. Va.
W. C. Handlan, Department of Agriculture, Charleston, W. Va.
William Waggy, Department of Public Assistance
C. A. Malnan, Chief of the Distribution Division of the Food
Distribution Administration.

Chairman J. O. Knapp
Vice " W. R. J. Zimmerman
Sec'y. Miss Pauline Stout

Survey Committee:

W.R.J. Zimmerman, Chairman
Miss Pauline Stout, Secretary
Miss Gertrude Humphries
William Waggy

Procedure Committee

J. O. Knapp, Chairman
E. H. Baer
Major U. A. Knapp
H. J. Brewer

FOOD CONSERVATION AND CANNING PROGRAM

Pauline Stout - Secretary

At the request of Mr. W. R. J. Zimmerman, State Supervisor of the Food Distribution Administration, a representative committee of persons were invited to attend a conference for the purpose of organizing a state-wide Food Conservation and Canning Program in the Office of the Commissioner of Agriculture. The organizations represented at this organization meeting were: Agricultural Extension Service, State Department of Agriculture; State Department of Education, and Vocational Division of the State Department of Education; Department of Public Assistance; Farm Security Administration, Office of Civilian Defense.

Mr. C. A. Malnan, a representative of the United States Department of Agriculture presented the program on Food Conservation and Canning Centers available to West Virginia.

At this meeting Mr. J. O. Knapp of the Extension Service was appointed Chairman and Pauline Stout of the Vocational Division of the State Department of Education was appointed Secretary.

Two committees were appointed. One to make a survey of the present canning equipment available in the State. Members of this committee were Mr. Zimmerman to report on available equipment from WPA, Mr. Waggy to report for DPA, Miss Humphreys for Extension Service, and Pauline Stout for home economics teachers in the State.

A second committee was appointed to work on a plan for the community canning center program. Members of this committee were Mr. J. O. Knapp, Mr. John P. Love, Supervisor of Vocational Agriculture, Mr. H. K. Baer, Supervisor of Elementary Education, and Mr. Brewer of the State Department of Agriculture.

A meeting of the entire committee was scheduled in the Office of the Commissioner of Agriculture.

Pauline Stout - Secretary

A second meeting of the committee on Food Conservation and Canning convened in Charleston. Those present were: J. O. Knapp, Director of Extension Service, Chairman, Mr. W. R. J. Zimmerman, Supervisor of Food Distribution Administration, Major Knapp of Office of Civilian Defense, Mr. William Waggy, Chief of Bureau of Commodity Distribution, Department of Public Assistance, Mrs. Halbritter, Home Supervisor, Farm Security Administration, Mr. H. K. Baer, State Supervisor, Elementary Education, Mr. W. W. Trent, State Superintendent of Schools, Mr. John M. Lowe, State Supervisor of Agriculture, Miss Pauline Stout, State Supervisor Home Economics, Mr. W. C. Hanlin, and Mr. Carl Brewer, State Department of Agriculture.

Reports were given by two committees previously appointed. The survey made for available canning equipment indicated the following:

WPA - Mr. Zimmerman reporting. Each county has hand sealers and small garden equipment. The WPA indicated all of such equipment for canning as they owned would be returned to the sponsor on loan basis. 12 reports were also reported as available.

DPA - Mr. Waggy reporting. Used state canneries at Pruntytown, Moundsville, Lakin and Romney. Also DPA has a cannery at Wheeling. They have available 25 galvanized pans for hot water-bath canning. Driers are available in every county. The canneries at the State Institutions can be used to some extent for commodity canning.

Home Economics Teachers - Pauline Stout reporting. Only replies from 51% of teachers in State. 50 of 163 schools reporting have pressure cookers, 23 less than 7 quart size, 15 of seven quart size, and 12 of 14 quart or more size. There are 101 hot water baths and 9 stean cookers. 55% of the teachers reporting indicated their community would profit from a community canning center.

The committee on the Plan for Community Canning Center Program as reported by Chairman J. O. Knapp presented a written report - a copy of which is attached. The committee asked for suggestions on this report. It was agreed that the purpose set forth in the report was adequate. The cooperating agencies were agreed upon as being representative of the groups who might be interested in such a program, however, such discussion arose as to the supervision of the type of program and authority under which supervision would operate. It was recommended that the State Department of Education, and the County Superintendents of schools in each county be the channel through which such a program in each county would operate. Some changes in the plan at this point seemed necessary.

Local center responsibility as outlined in plan was approved as being necessary. Questions were asked relative to availability of cans, and use of glass to a greater extent for canning purposes. It was discussed that individuals might use the center and pay for the use of the equipment, by leaving some canned food. The DPA will continue to provide cans for relief families if there is a need for such service also, DPA have on hand some new tin and glass jars. Some of the No. 3 and 10 cans are of a type to be used a second season.

The financing of such a program was discussed. State sources from which funds might be available for necessary expenses were discussed, such as an approach to the Governor, the Legislature or the State Department of Education. The \$10,000 previously used by DPA for purchase of cans and equipment for school lunch was transferred to State Department of Education as of July 1, 1943, with an increase of \$5,000 making a total of \$15,000. It was further recommended by group that the \$20,000 requested in the plan be increased to \$25,000.

Mr. H. K. Baer made a motion that an order be placed with F.D.A. for 200 pressure cookers, 100-1 1/4 quart size and 100-18 quart size; 60 pressure cookers for demonstration purposes of 7 qt. capacity - (25 liquid quarts) and 200,000 tin cans of No. 3 size. The Motion was accorded by Mr. Trent.

Attention was brought to the group that a State coordinating committee had not been provided for.

Mr. Trent moved that the plan presented by the committee, be approved, subject to revision by the committee that is appointed, with power to act in accordance with suggestions made today. Mr. Brewer seconded this nomination and group gave unanimous approval.

A committee was appointed to revise the Plan for Community Canning Centers consisting of Mr. Lowe, and Mr. Knapp. Mr. H. K. Baer was appointed chairman of the Committee.

Mr. Baer moved that the chairman and three members, Mr. Riggs of the OCD, Mr. Zimmerman and Mr. Trent present to the Governor a request for money needed for canning centers in West Virginia.

It was suggested that such funds as might be available for canning centers be allocated to the State Department of Education for disbursement.

A further recommendation was made that each agency concerned with this program be asked to designate one person to be a permanent member of this State Committee on Food Conservation and Canning.

Mr. Trent moved that Mr. J. O. Knapp be authorized to call the next meeting of this State committee. This was unanimously approved.